

**Guidelines for the Structure and Format**  
**of a**  
**Thesis or Applied Project**

Western Illinois University  
Department of Geography

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WESTERN  
ILLINOIS  
UNIVERSITY

## FORMAT

A thesis is usually composed of three main parts: *preliminaries*, *text*, and *references*.

Preliminaries are paged with small Roman numerals. Text and references are paged with Arabic numerals.

### Page Numbering

You may use one of placement styles for page numbers. In the first style, the numbering of preliminary material and the first page of *each* chapter is placed bottom center with the numbering of the remaining text placed in the upper right-hand corner. In the second style, all page numbers are placed at the bottom-center of the page. Please see the Guidelines for Margins document for the correct distances from the edge(s) of the page.

### Elements in the Thesis/Project

#### Preliminaries

Preliminaries include the following:

- **Title Page of Abstract** (Thesis/Project only). The title page is not numbered.
- **Abstract** (Thesis/Project only). The abstract is not numbered.
- **Approval Page** (Thesis/Project only). The approval page is not numbered.
- **Title Page** (Thesis/Project, Thesis/Project Proposal, Two-Paper Option). The title page is page i (lower-case Roman numeral) *but is not shown*.
- **Acknowledgments** (Thesis/Project only). The Acknowledgments page is page ii.
- **Table of Contents** (Thesis/Project only). The Table of Contents includes page numbers of chapters and all sub-sections. The page numbers are right-aligned and are preceded by a dot leader. The Table of Contents is numbered using small Roman numerals. The Table of Contents includes Appendices but not Tables or Figures.
- **List of Tables** with page references (Thesis/Project only). The List of Tables is formatted the same as the Table of contents.
- **List of Figures** (Thesis/Project only). The List of Figures is formatted the same as the Table of contents.

## **Text (Body of Document)**

The Introduction starts on with page 1. In a thesis/applied project, each chapter starts on a new page. Indent each paragraph a half an inch. Do not have extra space after each paragraph (Word's default setting is for there to be 10 pts of spacing after each paragraph – change this to zero points for the entire document). Use double line spacing in the document.

## **Bibliography**

Bibliography or (Literature Cited) starts on a new page. Page numbering continues from the main body of the document.

## **Appendices**

Each appendix should have a cover page with the appendix material starting on the *following* page. Page numbering continues from the Bibliography.

## **STYLE**

Theses and Applied Projects in the Geography Department will use the *Chicago Manual of Style*. Use parenthetical citations; do not use numbered footnotes. All works cited in a paper should be listed in the bibliography alphabetically by author (multiple works by the same author are listed chronologically). The bibliography is to be double-spaced, and should include the author's last and first names. Although you often see initials for an author's given name, you should spell out the name when provided. If two or more publications from the same author are published in the same year, add a letter following the year (start with "a" and progress alphabetically). In multi-authored articles, do this *only* if *all* the authors are *identical* and *in the same order* for each publication.

In the text that follows, examples are shown using **purple text**. Purple is used only to make it clear that you are looking at an example. **Do not** make text in your thesis, project, paper or proposal purple. Some of the provided examples come from the [Chicago-Style Citation Quick Guide](#).

## Citations & Bibliographic Entries

### *In-Text Citations*

**Up to Three Authors.** Do not separate the name and date by a comma. When including a specific page in the citation, it follows the date, preceded by a comma. Please note that all of the examples provided in this document are contained in a box so you can easily distinguish the text from the example.

(Knox 1994)  
(Short and Kim 1999, 128)  
(Dempsey, Goetz, and Szliowicz 1997)

**More Than Three Authors.** Use the name of the first author followed by “et al.”

(Salter et al. 2000)

**Two or More References Given Together.** Separate the references chronologically using a semicolon.

(White 1988; Hamilton 1989; Cropper and Gordon 1991)

**Two or More References by the Same Author.** Cite by date only and separate using commas.

(Giuliano 1986, 1995)  
(Payne-Maxie Consultants 1980a, 1980b, 1980c)

**Author of a Chapter in an Edited Book.** If the author of a book chapter is known, cite the author, not the editor(s) of the book.

(Livingstone 1992, 31)

### ***Bibliographic Entries***

In Chicago B, bibliographic entries are indented in the *second* and subsequent lines.

Maintain your line spacing in the bibliography. Do not switch to single-spacing.

***Books.*** The items that are to be included for a book are:

- Name of author(s), editor(s), or institution responsible for writing the book
- Year of publication
- The full title of the book (including the subtitle)
- The title of series (if any) and the volume or number in the series
- Volume number or total number of volumes of a multivolume work
- Edition (if not the original)
- City of publication
- Publisher's name

***Book, one author.*** The title of the book is italicized. When giving the place of publication, give the first city if two or more cities are listed with the publisher's name. If the place of publication is not widely known, the abbreviation of the state (or country) should follow it, preceded by a comma. For example:

Knox, Paul. 1994. *Urbanization: An Introduction to Urban Geography*. Englewood Cliffs, NJ: Prentice-Hall.

***Book, two or more authors.*** The name of the first author is reversed and the following names are not reversed with all names separated by commas. For example:

Dempsey, Paul Steven, Andrew R. Goetz, and Joseph S. Szyliowicz. 1997. *Denver International Airport: Lessons Learned*. New York: McGraw-Hill.

**Book published electronically.** List a URL. If the book has no page numbers, inclusion of a chapter title or section title or

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago:

University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

**Chapter from a book.** Titles of the chapter are given followed by “In” and the title of the book in italics. Inclusive page numbers may be given if desired and should follow the reference to the book’s editor. For example:

Livingstone, David N. 1992. A Brief History of Geography. In *The Student's Companion to*

*Geography*, edited by Alisdair Rogers, Heather Viles, and Andrew Goudie, 27-35.

Oxford: Blackwell Publishers.

**Journal Articles.** Chicago Style uses no quotation marks for the article title, italicizing the journal title. The volume number follows the journal title with no punctuation separating them. Inclusive page numbers are included following the volume. A colon separates the volume number and page numbers, with no space following the colon (e.g., 24:255-78). Note that “vol.” and “pp.” are omitted. The items that are to be included for an article are:

- Name of author(s), editor(s), or institution responsible for writing the book
- Year of publication
- The title of the article
- The title of periodical
- Volume number
- Pages occupied by the article

**Article in a print journal.** The naming convention described earlier for books applies to articles as well. For example:

Sutton, Christopher J. 1999. Land Use Change Along Denver's I-225 Beltway. *Journal of Transport Geography* 7:31-41.

Goetz, Andrew R. and Christopher J. Sutton. 1997. The Geography of Deregulation in the U.S. Airline Industry. *Annals of the Association of American Geographers* 87:238-63.

***Article in an online journal.*** Include a DOI (Digital Object Identifier) if the journal lists one. If not available, list a URL. Include an access date. For example:

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.

***Article in a newspaper or popular magazine.***

Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.

Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

***Thesis or dissertation.***

Sutton, Christopher J. 1995 "The Socio-Economic, Land Use, and Land Value Impacts of Beltways in the Denver Metropolitan Area." PhD diss., University of Denver.

***Paper presented at a meeting or conference.***

Sutton, Christopher J. 2008. "Using Google SketchUp and GIS for Local 3D Facilities Mapping: Examples from Western Illinois" Annual Meeting of the Association of American Geographers, Boston, Massachusetts. April 15–19.

***Website.***

Google. 2009. "Google Privacy Policy." Last modified March 11.

<http://www.google.com/intl/en/privacypolicy.html>.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19.

<http://www.mcdonalds.com/corp/about/factsheets.html>.

**ABBREVIATIONS**

Using "i.e." and "e.g." When using "i.e." (an abbreviation for id est, "that is") or e.g. (an abbreviation for *exempli gratia*, "for example") in a sentence, always follow the abbreviation with a comma. The common abbreviations etc., e.g., and i.e. are used almost exclusively in parenthetical references. For example:

All urban land is affected to varying degrees by business cycles and land ownership (e.g., numbers of owners, type of land).

Most of the zoning changed from a more restrictive use to less-restrictive, higher-intensity uses (i.e., permissible building heights were increased and commercial zoning replaced residential zoning).

**TABLES AND FIGURES**

Spell out the label (e.g., Figure 1). Figure captions appear *below* the figure and table captions appear *above* the table (see later).

**Referencing Tables and Figures**

Every table is to be numbered and is cited in the text by that number. Do not reference using "Figure 1 shows ..." or "Table 3 proves ..." Instead, describe the information that you are



referring to in the figure or table and use a parenthetical citation to direct the reader to the figure or table. When referring to multiple figures or tables, do not repeat “Figure” or “Table” in the citation. For example:

For the portion of the corridor inward of I-225, at no time were densities high enough to accept the research hypothesis (Table 19).

As with the I-225 corridor, the C-470 corridor includes land within one mile of the route (Figures 3 and 4).

## HEADINGS & SUBHEADINGS

Major chapter or section headings are in all capital letters. Chapter headings are always two inches from the top of the page and centered. **Precede each heading that does not begin on a new page with three LINES of space.** Do *not* use four lines (hitting Enter twice while in double-spacing) and *do not* hit Enter three times! If you add extra space prior to a heading by hitting the Enter key (when double-spacing), make sure you change this extra line to single-spacing. **Do not add additional space after the heading.**

**CHAPTER HEADING** (thesis/project) or  
**MAJOR SECTION** (proposal, two-paper option)

New page, centered, bold, ALL CAPS  
Centered, bold, ALL CAPS

**First-Level Heading**

Centered, bold, Heading Caps

*Second Level Heading*

Flush Left, italics, bold, Heading Caps

*Third level heading*

Indent with paragraph, end with a period, italics, bold, Sentence caps

## **PAPER SIZE**

The size of the paper to be used is 8 ½ x 11 inches. The original copy of the thesis must be typewritten on white acid-free paper (also called "ph neutral" or "archival quality"). This paper must be minimum 20-pound weight. This acid-free paper is available in the University Union Bookstore and Chapman's Book and Office Supply. If you have difficulty finding suitable paper, contact the Archives for additional information, such as brand names, etc.

## **TYPE (FONT)**

Times New Roman typeface is preferred. For running text, you should not use a sans serif typeface – i.e., do not use Arial or Calibri, the default font in Word.

A thesis should be typed on an electric typewriter or printed from a computer. Whichever method is used for printing, the original copy must be of letter-quality with an evenly dense and dark print line. Laser printers are preferred, however, other printers are acceptable as long as the print produced is an even line density. If in doubt, bring an example to the Archives prior to the final printing. Print composed of uneven line density reproduces poorly and is not acceptable. Whether typed with a typewriter or a computer, the original must be on the paper specified above and not on regular computer paper.

## **MARGINS**

Leave a **1 ½ inch** margin on the left side and a **1 inch** margin at the right side, the top and the bottom. The following pages should have a **2 inch** margin at the top of the page:

- Table of Contents (first page only)
- List of Figures (first page only)
- List of Tables (first page only)
- Acknowledgements
- The first page of each thesis chapter

## TABLES

Place the label above the table. Tables that are not as wide as the paragraphs should be centered horizontally in the document. The table label should be centered with lines above and below the column headers and at the bottom of the table (the table label and title **should not** have a line above the text). All tables are to be labeled with the word Table followed by a sequential Arabic number (start with 1). The word Table and the number should be in bold followed by a period, a space. Place one line of space between the table title and the line above the column headers. Columns can be center justified but the following justifications are recommended: the leftmost column is left-justified, text in columns is left-justified, and numerical values are right-justified.

**Table 1.** Development in the I-99 Corridor, Square Feet

Year	Residential	Commercial	Office	Total
1960	311,624	329,436	26,351	667,411
1970	1,214,088	956,435	693,841	2,864,364
1980	3,346,967	8,455,377	4,860,087	16,662,431
1990	4,339,900	12,745,003	10,684,039	27,768,942

## FOLDED PAGES

Folded pages are discouraged, however, maps, drawings, and tables may be folded if they cannot be presented on regular-size pages. Approval for this must be obtained from the Departmental Graduate Chairperson. Students planning to include folded pages are reminded that the bindery trims the edges of pages as part of the binding process. The creased edge of the folded page must lie at least  $\frac{1}{4}$  inch short of the outside margin of the regular thesis page. The

end of the folded page must not extend more than 1 inch short of the binding edge of the thesis page.

### **NUMBER OF COPIES**

Students are required to provide the University Archives with the original copy of their thesis with the approval page *signed and dated by the members of the thesis committee*. Prior to accepting the thesis, the Archives personnel will check the thesis for compliance with these instructions. Additional copies of the thesis can be photocopied by the Archives at the student's expense. Provisions for such additional copies and binding can be made with the Archives. The original copy is always placed in the collection of the Archives Department. *One additional copy of the abstract is required*. This copy is forwarded by the Archives Department to the Office of Graduate Studies upon receipt of payment for the processing of the thesis.

### **PREPARATION OF ABSTRACT**

The major purpose of the abstract is to give information which will enable the scholar to decide whether to read the complete work. The following information is generally included:

- A brief description of the problem
- A description of the methods, techniques, and data used
- The major finding of the study
- The abstract should not exceed 600 words. The word "Abstract" should appear at the beginning of the abstract text.

### **CHECKING THE MANUSCRIPT**

The content, research quality, grammatical style, and spelling of the thesis are the responsibility of the department. The Archives, however, reserves the right to reject original copies of the thesis which contain gross examples of the following problems:

- Missing pages or appendices

- Misnumbered pages, or pages without numbers
- Strikeovers
- Text widows and orphans
- Smearred or soiled pages
- Margins narrower than specified herein
- Paper other than specified on page 6 of this document
- WIU theses reflect on the student, the department and the University. They circulate throughout the United States, via interlibrary loan. It is in all our interests that they are of the highest quality and format.

### **CAPITALIZATION & TOPONYMS**

Note: the following material comes from Wikipedia (<http://en.wikipedia.org/>). The capitalization of toponyms (place names) in English text generally depends on whether the author perceives the term as a proper noun, in which case it is capitalized, or as a combination of an established proper noun with a normal adjective or noun, in which case the latter are not capitalized. There are no universally agreed lists of which English geographic terms are considered proper nouns but the following are examples of rules that some publishers have established in style guides for their authors:

- In general, the first letter is capitalized for well-defined places (Central Asia)
- This general rule also applies to zones of the Earth's surface (North Temperate Zone, the Equator)
- In general, do not capitalize the points of the compass (north China, southeast London) or any adjectives (western Arizona, central New Mexico, upper Yangtze, lower Rio Grande)
- Capitalize generic geographic terms that are part of a proper noun (Atlantic Ocean, Mt. Muztagata)
- Do not capitalize a generic term that follows a capitalized generic term (Yangtze River valley)
- Use lower case for plurals (Gobi and Taklamakan deserts)
- Only capitalize 'the' if it is part of the formal place name (The Bahamas and The Gambia vs. the Netherlands and the Philippines)